

The Importance of Set Weekly Schedules

Set weekly schedules are a necessity and provided in every form of business, from restaurants to offices unless you are running a temp agency.

When you post a set weekly schedule you give your employees the ability to plan around their work day and the ability to coordinate within their circle of family, friends and hired help as well as plan for important events in their lives.

When these set weekly schedules are posted your employees start putting plans in place. Making appointments, co-ordinating with their partners, planning outings and creating a set schedule with caregivers if children are involved.

How to Create the Schedule

START TIME – 830 am to 930 am (9 am to 10 am first client of the day)

Depending on your employees homelife, you may have to have staggered start times for the start of the day and the end of the day. For example, school age children who need supervision before heading off to school.

Next you will need to determine the time your employees start in the homes (9 am is usually a good start). Then you need to decide what time your employees meet at the 'office'. This is important as you (or your manager) need to start each day greeting everyone in person ensuring your teams have everything they need and are in the proper space, mentally and physically, to give their very best.

LUNCH TIME

You don't need to pay for their lunch time, but you do need to schedule in at least a half hour for your employees working more than 5 hours a day (not incorporate it into their drive time) so that they can recharge.

END TIME 3 pm to 5 pm (2:30 pm to 4:30 pm end of client clean)

Your Full Time – 8.5 hour day – ½ mandatory unpaid break – approx. 1.5 hour drive time = 6.5 hours of cleaning time.

Your Part Time – 5.5 hour day – ½ mandatory unpaid break – approx. 1 hour drive time = 4 hours of cleaning time.

If you are working with teams of 2

Full Time Team – 13 man hours of cleaning time

Part Time Team – 8 man hours of cleaning time

Schedule should be posted every Friday by the end of the workday.

Once posted, their hours are now set in stone. Yes there might be cancellations and at that point you can place another client in that spot of equal or less man hour time (never more) or leave it and the employees will have a short day. You should not add to the schedule and/or change it from day to day, but you can ask your employee(s) if they are willing to work more hours before you commit to scheduling a new client.